

Heritage 1907 Events – Rules & Regulations

Thank you for choosing Heritage 1907 Events. We are honoured to host your special occasion within our historic venue.

To ensure your event runs smoothly and maintains the high standards we are known for, we kindly ask all clients to review and agree to the following terms.

1. Booking & Payment Terms

- A non-refundable deposit of £1,000 is required to secure your date.
- The remaining balance must be paid in full no later than 30 days before your event date
- If your event is booked within a shorter time frame than the above allows, an adjusted payment plan must be agreed at the time of booking.
- All payments are non-refundable, regardless of cancellation, postponement, or change in event plans.

2. Refundable Damage Deposit

- A £200 refundable security deposit may be added to your booking to cover any potential damage
- This will be returned within 3 working days post-event, subject to an inspection.
- Any deductions for damage, excessive cleaning, or breach of rules will be itemised and communicated.

3. Cleaning & Venue Condition

- General venue cleaning is included in your hire.
- However, any mess or waste created by caterers, decorators, or suppliers must be cleaned by them.
- The venue must be left in the same clean condition it was hired in. Any leftover food, packaging, or materials must be removed by the end of your booking time.
- Failure to comply may result in deductions from your refundable deposit.

4. Venue Access & Timing Regulations

- Your booking is for a specific time period – including setup and pack-down as agreed with the venue manager.
- Additional charges may apply if you overrun your allocated slot or enter the venue outside of agreed times.

- All deliveries, collections, and supplier access must be pre-arranged.
- All events must end by 12:00am (midnight), and the venue must be cleared of all guests, staff, and belongings by this time.
- Music must be turned off or reduced to low background level after 11:00pm to comply with noise regulations and out of respect for nearby residents.
- If your event has been agreed to continue past midnight, a Temporary Event Notice (TEN) will need to be applied for through the local council.

5. What's Not Allowed at the Venue

- ✗ **No nails, pins, staples, glue dots, or adhesives** on any walls, floors, or fixtures
- ✗ **No confetti, glitter, or petals** (real or artificial) unless agreed in advance
- ✗ **No fire or open flames** — including candles, sparklers, fire pits, or oil lamps
- ✗ **No smoke machines, haze machines, colour flares, or indoor fireworks**
- ✗ **No untested electrical equipment** — all equipment must be PAT tested
- ✗ **No smoking or vaping indoors** — permitted only in designated outdoor areas

7. Conduct & Responsibility

- The person booking the venue is responsible for the behaviour of all guests and suppliers.
- Any damage caused by guests or suppliers will be chargeable.
- Children must be supervised at all times.
- Security staff may be required for certain events, subject to our discretion.

8. Licences, Insurance & Entertainment

- All external suppliers (e.g. caterers, DJs, photographers) must have valid Public Liability Insurance and provide proof upon request.
- All DJs and live entertainment providers must hold a **ProDub licence** if they are playing digitally copied music (as required by law) and are responsible for ensuring their equipment is fully PAT tested.
- DJs and live music must end at the time agreed in your booking confirmation. Please be mindful of sound levels due to residential properties nearby. Noise complaints may result in early termination of your event.
- **We do not sell or supply any alcohol.**
Clients are allowed to bring their own alcohol for personal consumption only. Alcohol must not be sold or charged for on the premises, including selling tickets that include drinks or offering alcohol in exchange for donations.

- **If you intend to sell alcohol or provide regulated entertainment**, you may be required to apply for a **Temporary Event Notice (TEN)** from the local authority. This must be arranged by the client, and a copy submitted to us in advance. Failure to obtain the correct licence may result in your event being cancelled or shut down by authorities.
- **Food Safety:** Clients must ensure any external caterers follow proper hygiene and food safety standards. Heritage 1907 accepts no liability for food prepared or served by third-party suppliers.
- **Alcohol Supervision:** Any incidents involving underage drinking, excessive intoxication, or alcohol-related disorderly behaviour may result in the event being shut down immediately and the loss of your deposit.
- **Security Staff:** Depending on the nature and size of your event, SIA-licensed security staff may be required. This will be determined at the venue's discretion and discussed with you during the booking process.
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9. Cancellations & Amendments

- All payments made are strictly non-refundable under any circumstances.
 - We cannot guarantee date changes or transfers. If you need to reschedule, speak to us as soon as possible – any changes are at our discretion and may incur additional costs.
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Final Checklist Before Your Event

- Confirm all access and delivery times with your suppliers.
- Share these rules with your caterers and decorators – especially cleaning and fire safety responsibilities.
- Ensure final payment deadlines are met to avoid cancellation.
- Double-check your booking times to avoid late departure charges.

Timeless Elegance, Unforgettable Moments

We're here to help make your day memorable – please speak to us early if you have any questions or special requirements.

We look forward to hosting your event at Heritage 1907. By proceeding with your booking, you confirm that you have read, understood, and agreed to abide by all terms, conditions, and policies outlined in this document.